

SECTION 8.0 FILING AN AMENDED COMPLAINT and ADDING PARTIES – CIVIL

8.1 Filing Procedures

All documents must be converted from their original word processing format to PDF format **before** they can be posted to the ECF system. Select “Next” at any time to proceed to the next screen.

(a) Amended Complaint

Select CIVIL from the main menu bar. To electronically file an Amended Complaint, choose Complaints and Other Initiating Documents from the Initial Pleadings and Service menu. Choose Amended Complaint from the drop down menu.

(b) Case Selection Screen

Type in the case number. Cases should be entered in the YEAR-NUMBER (yy-####) format. Always include a hyphen between the year and number. If the case number has not been entered correctly, an error screen will appear.

Note: A hyperlink to the docket sheet is also available on these screens. At any time during the document filing process, a user may click on the underlined case number denoting a hyperlink to the docket sheet.

(c) Select the Party Filer and Adding Parties

Select the party(s) filing the Amended Complaint by highlighting the individual name(s). New parties can be added on this screen by choosing [Add/Create New Party](#). **Thoroughly search the database for existing party names before adding new names.** (See [Section 15.0 - Party Name Guidelines](#)). To perform the search, enter the first few letters of the party’s last name into the search window provided and hit “Search”. A drop down window will display all names which match the entered search criteria. Search criteria is not case sensitive.

If the party exists, highlight the name and hit “Select name from list”. Do not duplicate exact party names in the database. Only one name may be selected at a time in this window. **Do not enter address information, as the court does not maintain personal address records for represented parties.** Select the party’s Role (plaintiff, defendant, etc.), add Party Text, if needed, (i.e., *a Delaware Corporation*) and hit Submit.

If the party name does not appear on the drop down list, select “Crate New Party”. Enter the party name following [Section 15.0 - Party Name Guidelines](#) and proceed as above.

(d) Select Filed Against and Adding Parties

Select the party(s) the Amended Complaint is filed against by either highlighting the individual name(s) or by Select a Group, if the Amended Complaint is against

“All Defendants”. If the party is not listed, select [Add/Create New Party](#). (See [Section 8.1\(c\)](#) above).

(e) Selecting the PDF file

This screen permits the user to upload the PDF file to the ECF System. The full path name of the file can be entered in the window or the user may choose the “Browse” button which activates the user’s browser dialog box.

The browser dialog box allows retrieval of the PDF file to upload. The user may have to work through several directories to locate where the PDF file is stored. That directory will then become the default directory during the remainder of the active session. Select "All Files" in the "Files of type:" box and search for the PDF document to upload. Highlight the file and hit "Open". The user may also verify the actual document selected by highlighting it, right clicking, and selecting "open" from the drop down menu. Adobe Reader will launch and the file will be displayed. The full path name of the file will appear in the PDF file upload box. If there are no attachments to the document, select “Next”.

If there are attachments, (i.e, exhibits or attachments to the principle pleading which were created in separate word processing files), select "yes" at the "Attachments to Document" prompt and select “Next”. Select the PDF filename of the document you are filing by typing in its full path name or click on "Browse" to search for that file. Select the type of attachment by selecting from the drop down menu below "Type". You should add a description for the attachment, click in the "Description" box and type in a *brief* description. Information which is entered in the prompt box will be pulled into the docket text. Select “Add to List”.

If there are additional attachments, repeat this sequence for each one. When finished, select "Next". **Do not attach more than 10 documents to any one entry.**

(f) Update Jury Demand

If Jury Demand differs from the originating Complaint, update the jury demand using the drop down menu.

(g) Modifying the Docket Text

Add any additional descriptive text which should appear in the docket entry in the blank box. Any user supplied text will appear in *italic type* on the docket sheet.

(h) Final Approval Screen

This is the last opportunity for the user to review the entries. If there are errors, use your browser’s *BACK* key to access the appropriate screen. Select “Next” when the transaction is complete and ready to transmit, or the user may abort the transaction by clicking on any of the menu selections visible across the top of the screen.

(i) Notice of Electronic Filing

This screen will affirm that the document has been posted to the docket. The electronic document stamp is generated from the contents of the PDF file submitted and is proof of filing. This screen also displays which attorneys have been notified via E-mail of the submission. It also lists those attorneys or litigants who have not received electronic notification from the system. Those parties not registered to receive electronic notification must be served with paper copies. This screen may be printed. It is, however, saved by the system and may be viewed through the Docket Sheet Report. (See [Section 5.2.](#))